



**THE STATE BAR OF CALIFORNIA
COMMITTEE OF BAR EXAMINERS/OFFICE OF ADMISSIONS**

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EXAMINATION ADMINISTRATION RULES, POLICIES AND PROCEDURES

More detailed written instructions will be included in the bulletin that accompanies the admittance ticket, which are mailed prior to each administration of the examination after eligibility to take the examination has been established, and orally at the beginning of each session during administration of the examination. Here follows a summary of the general examination administration rules, policies and procedures for examinations administered by the Committee of Bar Examiners (Committee).

Failure to follow oral and written instructions while the examination is in session will result in notice to the Committee of a violation of examination rules in accordance with the provisions of Title 4, Division 1, Chapter 6 of the *Rules of the State Bar of California (Admissions Rules)*. Conduct that results in a violation of security or disrupts the administration of the examination, which includes, but is not limited to, carrying unauthorized items into the examination room (such as cell phones), writing or typing after time has been called, looking at another applicant's papers, talking while the examination is in session, being abusive to other applicants, staff, proctors and/or other examination personnel, will result in notice to the Committee of a violation of examination rules or, in some cases, dismissal from the examination test center. If applicants are found with unauthorized items, such as cell phones, I-Phones, PDAs, notes or any other electronic devices, etc., in the examination room, they will receive a score of zero for the examination session and possible additional sanctions the Committee may impose, as well as having the item confiscated and not returned. Applicants are expected at all times to maintain a professional attitude toward other applicants, staff, proctors and other examination personnel. Behavior that is disruptive will be reported to the Committee for whatever action it deems appropriate.

Only the following items are allowed into the test centers without prior approval:

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| 1. Authorized examination materials such as questions and the admittance ticket | 7. Back Support | 16. Hearing aids |
| 2. Pencils or pens | 8. Up to two pillows without cases | 17. TENS Units |
| 3. Silent analog watches, timers and clocks not measuring larger than 4" x 4" inches or smaller | 9. One bookstand | 18. Eyeglasses |
| 4. Rulers | 10. One foot rest | 19. Ear plugs or plastic material normally associated with the sport of swimming (must not be connected) |
| 5. Paper clips | 11. Splints and Braces | 20. Feminine hygiene items |
| 6. Highlighters (not to be used on answers) | 12. Inhalers | 21. Medicine |
| | 13. Crutches | 22. Diabetes-related equipment |
| | 14. Wheelchairs | 23. Wallets |
| | 15. Casts | |

Applicants who wish to bring items into an examination test center that are not listed above must file a petition for testing accommodations using the Committee's forms in conformance with the Committee's policies and deadlines. Permission to use specific items will not be granted as a matter of convenience or preference. Applicants cannot bring gum, candy or other food or drinks into the examination room. Water will be nearby.

START TIMES

For the First-Year Law Students' Examination: Applicants using laptop computers must be seated no later than 7:20 a.m. All applicants must be seated no later than 7:30 a.m. The examination will begin immediately following the instructions.

For the California Bar Examination: Applicants using laptop computers must be seated no later than 8:20 a.m. All applicants must be seated no later than 8:30 a.m. The examination will begin immediately following the instructions.

LATE ARRIVALS TO TEST CENTER

Applicants who arrive at the test center after one hour of testing has elapsed will not be permitted to enter the test center.

EXAMINATION ATTENDANCE POLICY

If an applicant does not attend a required, scheduled examination session, the applicant will not be permitted to attend any remaining examination session(s). Applicants must make a good faith attempt to complete each portion of the examination for which they are present. An applicant's attempt to circumvent security procedures may lead to voiding the applicant's attendance at a session and the prohibition to attend any remaining examination session(s). Applicants taking the Attorneys' Examination are excused from the Wednesday sessions and will be allowed back into the examination test center on Thursday morning if they were present for both sessions on Tuesday.

TEST CENTER ENVIRONMENT

While every effort will be made to keep the temperature of the test center at an appropriate level, applicants should be prepared for either warm or cold temperatures. Efforts also will be made to keep the test center quiet, but there may be forces outside the control of the Committee so that such an environment cannot be guaranteed. Applicants should come prepared to accommodate other noises, such as those made by other applicants taking the examination, equipment inside or outside the test center that may make sounds while operating, other meetings or conventions in the same facility, etc. Earplugs are strongly recommended.

EXAMINATION TEST CENTERS

Smoking is prohibited at test centers located in buildings that do not allow smoking in accordance with city ordinance.

Applicants must select the test center in which they wish to take the examination. Assignment, however, to a selected test center is not guaranteed. Only a limited number of applicants can be accommodated at each test center. Priority of assignment to the test centers will be based upon the date of receipt of **complete** applications.

If after filing the application form, applicants are granted accommodations, in most cases but not all, they will be assigned to a testing accommodations test center in the general area of their first choice.

GENERAL INSTRUCTIONS FOR THE EXAMINATION

1. If items other than those allowed are brought to the test center, applicants will be required to leave them at their own risk outside of the examination area.
2. Applicants should bring their permitted personal items, i.e., medication, hygiene items (i.e., eye solution and feminine necessities) and other necessities, into the examining area in small, clear plastic bags.
3. After a determination has been made that an applicant is qualified to take an examination, an admittance ticket will be mailed prior to the examination. The ticket contains the application number and the applicant's file number. The ticket must be shown to the proctor before entering the test center. It must be kept in the applicant's possession throughout the examination.
4. All applicants are assigned to particular rooms in particular test centers. Signs will be posted showing seating assignment by examination application numbers. Applicants must occupy the same seating spaces throughout the examination.
5. Upon arrival at their seats, applicants will find an identification badge that will be their identification credential during administration of the examination. The badge must be fastened so it can be easily seen by the proctors. An applicant will be told to relocate the badge if it is not placed appropriately. Applicants at standard test centers must leave the badge at their seats during the lunch break.
6. At some time during administration of the examination, fingerprints will be required. If an applicant refuses to provide the required fingerprints, a Chapter 6 Notice will be issued to him/her, in accordance with the policies and procedures established by the Committee.
7. During the first day of the administration of the examination, applicants will be asked to show an ID card that has a photograph of the applicant (Driver's License, California Identification Card, Passport or employment badge) for the purpose of verification of identity. Applicants must carry this photograph identification card at all times during the examination.
8. During the essay and Performance Test examination session, applicants are asked to enter their applicant numbers in large bold figures in the upper right hand tab of each of their answer book covers. The tab containing the applicant's name, signature and applicant number will be removed after the examination is completed. The answer

books will not thereafter be associated with applicant names until the grading process is completed.

9. Applicants are not allowed to make notes from memory prior to the start of the examination session. Scratch paper will be distributed for the essay and Performance Test sessions for the California Bar Examination and during the essay session for the First-Year Law Students' Examination. Scratch paper is not permitted during the MBE (or during the multiple-choice portion of the First-Year Law Students' Examination).
10. There is a separate answer book for each question in the examination, numbered to correspond to the number of the question. Applicants who are handwriting their answers must be certain that the answer to Question No. 1 is in the book for Question No. 1, etc. Answers written in a wrong book (or typed in the wrong question screen) require special handling and the grading of an applicant's answer could be delayed as a result.
11. If an applicant needs additional paper during the examination, white, ruled paper and/or scratch paper may be obtained from a proctor by raising his/her hand. Nothing written on scratch paper, however, will be graded.
12. Applicants writing should do so as legibly as possible. A ballpoint pen, using blue or black ink, should be used to write the answers. Essay answers written in pencil are not acceptable; however, only pencils may be used for the MBE (or multiple-choice portion of the First-Year Law Students' Examination). Neither highlighters nor white-out may be used on an applicant's answers.
13. All answers to the MBE (or multiple-choice portion of the First-Year Law Students' Examination) must be placed on the answer sheet provided. Applicants who do not comply with this requirement will not be granted extra time to transfer answers. Only answers marked on the answer sheet will be graded.
14. Examination questions and used scratch paper may not be taken out of the examination room. After completing the examination, applicants must place all examination questions and used scratch paper in the envelope provided by the Committee and it will be collected by a proctor.
15. If applicants handwrite their examination answers, it is their responsibility to turn in their written examination answers to the proctors. An applicant who leaves a test center with his/her answers will not be able to have such answers graded.
16. Wall clocks will not be provided. The examination is electronically timed, and the official time is kept by the announcer. As a courtesy, one (1) hour, five (5) minute and thirty (30) second warnings will be given for each examination session.
17. Timing devices brought into the examination test centers are to be used solely for the determination of the passage of time. They cannot have a digital display, must be absolutely silent and are not to exceed the dimension of 4" x 4". Timing devices that are programmable and/or that make noise, including clocks that beep, are not permitted and they will be confiscated and the applicant will receive a Chapter 6 Notice.

18. Writing and typing of answers must be completed when time is called. Please note that extra time is not granted to any individual applicant for any reason. If an applicant attempts to write anything after time has been called, he/she will receive a Chapter 6 Notice.
19. Technical assistance will not be provided for those using laptop computers to prepare their answers. If an applicant's computer or the software does not work, he/she must start or continue taking the examination by handwriting.
20. Restrooms and water will be available during the examination at each test center. It is recommended that applicants use the facilities before taking their seats so that they do not miss the instructions prior to the start of each session. Applicants may, of course, use the facilities at any time during the examination, but extra time will not be granted for this purpose. Applicants will not be permitted to use the facilities or leave their seats during the last five minutes of each session. After time is called, no one will be permitted to use the restroom or leave their seats until all materials are collected and inventoried. If an applicant fails to remain seated during the last five minutes and while the examination materials are collected and inventoried, he/she will receive a Chapter 6 Notice.
21. If an applicant completes the examination session or for some other reason is leaving his/her seat, he/she should be considerate of others who are still answering examination questions and who may be subject to being disturbed by the scraping of chairs, heavy footsteps, or conversation just outside the examination area.
22. If applicants leave the examination room during the examination session, they must take their admittance tickets with them. If an applicant leaves the secured examination area during the examination session, he/she will not be permitted to return for the purpose of completing his/her examination answers.
23. The proctors' chief function is to proctor the examination; however, if summoned, the proctors will attempt to assist with any problems that may arise.
24. If there is an emergency of any kind, applicants should remain seated and instructions will be given on how to proceed.